



Administrative Regulation

Emergency Facility Closure

Policy #	06.04-01
Effective Date:	January 31, 2022
Revision Date:	N/A
Owner:	Risk Management

Purpose:

This policy describes the roles and responsibilities of employees before, during, and after severe weather and other emergency incidents.

Scope:

This regulation applies any individual employed directly by the City or a contractor (temporary employee) directly supervised by the City engaged in the performance of duties for or on behalf of the City, hereby stated as ‘employees.’

Policy:

Except for regularly scheduled holidays, the City Hall business offices will be open for business during normal business hours. Should circumstances arise beyond our control, such as *inclement weather*², a national crisis, or other emergency that makes one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager or designee will decide whether to and to what extent City facilities will close.

The City recognizes that each employee’s ability to safely reach work may be different. If the employee cannot safely report to work they should contact their supervisor. If the facility is closed and the employee is able to telework from home they should do so subject to approval by their manager or supervisor.

*Essential personnel*¹ are required to report and remain at work during all facility closures until properly relieved. In most cases, essential personnel are defined within this policy; however, an emergency incident may necessitate that the City Manager or department directors declare *non-essential personnel*³ as essential. Essential employees may be assigned to perform their usual duty stations, other duty stations, or other locations as determined by the employees’ supervisors, or managers.

Procedure:

1. Decision to Close Offices

- 1.1. The decision to close City Hall and other City facilities will be made by the City Manager or designee and will be communicated to all employees. Examples of circumstances in which the City Manager may determine to close City offices are:

- 1.1.1. Snow and/or freezing rain has fallen, significantly impacting safe travel to/from a facility.
 - 1.1.2. Electricity or a utility service disruption at a facility.
 - 1.1.3. Heating, ventilation or air conditioning malfunction at a facility.
 - 1.1.4. Flooding affecting private and public transportation to/from a facility.
 - 1.1.5. The Governor declares a weather emergency and asks people to stay off the roads.
 - 1.1.6. The Governor declares a statewide public health emergency.
 - 1.2. The City Manager or designee shall declare the Facility Closure by announcing that business operations:
 - 1.2.1. will not be opening,
 - 1.2.2. will be delayed opening later than 8 a.m., or
 - 1.2.3. will be closing earlier than 5 p.m.
 - 1.3. This information may be relayed through the department directors, posted to the City's website, emergency management alerts, social media, and/or reported to local media when possible.
2. Coding of Leave Time
- 2.1. *City Closure – Paid (CCP) Leave:*
 - 2.1.1. Where the City Manager declares a facility closure for full or partial day(s) resulting in regular work time missed, this time shall be treated as a City paid leave and the employee shall code the missed time as CCP.
 - 2.1.2. Employees are not eligible for CCP leave when an employee is able to telework. Exceptions to this rule may be considered if something outside of the employee's control results in a situation where teleworking is not feasible.
 - 2.1.3. Employees on CCP leave are to be considered on standby and shall be required to return to work if weather conditions improve or the employee is needed to fill an essential role for City Operations.
 - 2.1.4. Employees on prescheduled leave (PTO, vacation, etc.) will be charged for leave as if the City was in full operation.
 - 2.1.5. Departments should contact Human Resources regarding CCP coding questions.

2.2. *Use of Vacation, Paid Time Off (PTO), Compensatory Time, and Floating Holiday Time:*

2.2.1. The City shall require employees to charge any absence to vacation, PTO, or compensatory time where operations continue as normal (full or partial day) but the employee is either unable to report to work or the employee arrives late or needs to depart early.

2.2.2. The use of sick leave is generally not allowed for absences as a result of a facility closure. Exceptions will be considered on a case by case basis if the employee is ill, out on a protected leave, or for statewide public health emergencies.

3. Attendance Requirements

3.1. If the City delays the start of work, employees are expected to report at the designated time after the delay.

3.2. Exceptions to department attendance requirement, including tardiness and early departures may be excused by the supervisor as a result of inclement weather (e.g. heavy rain, snow,, ice) when it effects travel conditions.

3.3. Essential employees are responsible for contacting their supervisor or designee if they are physically prevented by circumstances beyond their control from reaching their assigned location.

3.4. In the event that schools are closed and the City is open or on a delay, a non-essential employee with primary responsibility of caring for children under the age of 16 may request vacation leave or leave without pay to care for their children. All requests shall be made at the employee's direct supervisor or department director prior to beginning of the shift/workday when the adverse weather is forecasted in advance.

3.4.1. Essential employees may be assigned to a different shift to accommodate requests to care for children, at the discretion of the department director or designee.

4. Flextime and/Alternative Work Schedules

4.1. When emergency conditions exist (e.g. inclement weather) and there is no closure or curtailment, non-exempt employees will be allowed to make up missed time within that workweek with supervisory approval, provided such activity does not conflict with City rules or applicable collective bargaining agreements, and that such adjusted work time does not result in additional overtime payments.

Definitions

1. "Essential Personnel" includes, but is not limited to: Police, Fire, DPW Operations, and Information Technology. Essential Personnel may be further defined as an employee who

provides essential services for the continued operation of critical City functions, including preparations and responses to emergencies.

2. *“Inclement Weather”* are weather conditions that makes travel hazardous for the employee, or weather that may endanger the public.
3. *“Non-essential Personnel”* are employees determined by department directors and the City Manager whose services are not required to maintain critical operations during emergency closure or other severe conditions.

Resources:

Administrative Regulations:

1. [Attendance](#)
2. [Alternative Work Schedules](#)
3. [Paid Time Off](#)
4. [Sick Leave](#)
5. [Telework](#)
6. [Vacation](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	January 28, 2022
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Risk Management		
Replaces:	NA		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			